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B. Administration and Problems

Records Management Section - The Records Management Training Program was completed. A complete report of the program was submitted in a report to the DD/A dated 26 May 1953.

Attached is a copy of a proposed report to indicate the periodical progress being made by offices in connection with their Records Management Program. In connection with this Program, a tour of the Printing and Reproduction Division was arranged and to date 45 people have made the tour.

We are currently requesting various offices to review their Vital Materials program to determine if additional records should be declared vital or if any material presently considered vital could be eliminated.

In the process of obtaining "working level coordination" prior to issuing the proposed Agency File Manual, Messrs. [REDACTED] 25X1A9a

25X1A9a [REDACTED] attended a meeting held by Mr. [REDACTED] of the 25X1A9a

Office of the DD/I. Present from the DDI component, in addition to Mr. [REDACTED] were the Area Records Officers from OSI and ORR and representatives from the other offices. Mr. [REDACTED] objected to a couple of subjects in the Manual but agreed to accept it if a few changes were made. Mr. [REDACTED] of DD/P had no major objections to the Manual while the Office of Communications and the Office of Training requested more time to study it. 25X1A9a 25X1A9a 25X1A9a

Other meetings with individuals indicate that some progress is being made in the individual office's Records Management Program. The Area Records Officer for ORR has combined the files of the Assistant Director and the Administrative Staff and arranged them according to the Agency File Manual. OSI is in process of reinventorying vital materials and listing material to be retired to the Records Center.

Mail Control Section - The two new mail trucks are now in operation and six daily trips are being made to all the buildings in the area west of 17th Street. In addition to the increased service, two panel trucks have been returned to the Motor Pool. Scheduled courier trips to the [REDACTED] have been established on a two-trip-per-day basis. Biweekly stops have been included at the Office of the [REDACTED] 25X1A6a

25X1X7

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RECORDS MANAGEMENT PROGRAM STATUS

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		REVISION DATES OF THIS REPORT									
		1 June '53									
		RECORDS CREATION		RECORDS MAINTENANCE				RECORDS DISPOSITION			
COMPONENT		FORMS MANAGEMENT	REPORTS MANAGEMENT	CORRESPONDENCE MANAGEMENT	ESTAB. LOGICAL FILE STATIONS	UNIFORM CLASSIFICATION & FILING	STANDARD ROUTING AND PROCESSING	FILING EQUIPMENT & SUPPLIES CONTROL	V. M. PROGRAM DISPOSITION SCHEDULES	CONTROU SCHEDULES	DATE AREA RECORDS OFFICER ASSIGNED
DIRECTOR OF CIA			X		X						-----
DIRECTOR OF TRIG.											
COMMO						*					15 May '53
DEPUTY DIRECTOR (INT.)	OFFICE OF DDI										-----
	ONE										-----
	OCI										-----
	OR&R			X	X	X	X	X			20 May '53
	OSI										11 April '53
	OFFICE OF OPS.		X	X	X	X	X	X			
	CCD										-----
	OIC										-----
DEPUTY DIRECTOR (PLANS)	OFFICE OF DDP							*			
	PI STAFF										
	PM STAFF										
	TECH. SERVICE										
	FAR EAST DIV.										
	NEAR EAST DIV.										
	WEST HEM. DIV.										
	SOVIET RUSS. DIV										
	W. EUROPE DIV.										
	E. EUROPE DIV.										
	S.E. EUROPE DIV.										
DEPUTY DIRECTOR (ADMIN.)	OFFICE OF DDA										
	I & S										
	GEN'L COUNSEL										-----
	AUDIT OFFICE										-----
	PERS. OFFICE										-----
	COMPTROLLER										-----
	MEDICAL OFFICE										-----
	LOGISTICS OFFICE										-----
	GEN'L SERVICES										-----

## NOTES:

\* Selection and deposit of material made by the Office independently of Records Management and Distribution Branch.

Red indicates progress for previous month.

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MONTHLY REPORT - MAIL CONTROL SECTION  
May - 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
<b>1. INCOMING MAIL</b>		
(a) Delivery by Post Office	17,214	211,871
(b) Picked up from Post Office by courier	2,203	27,792
(c) Picked up from City by courier	5,373	44,992
(d) Letters:		
Received	8,049	66,589
Recorded	17	17
(e) Undeliverable (held in Mail Room)	17	17
<b>2. OUTGOING MAIL</b>		
(a) Picked up by Post Office	15,028	134,276
(b) Deposited in Post Office by courier	22,995	164,140
(c) City Deliveries	7,185	69,709
(d) Penalty Indicia Used		
(1) CIA	3,766	28,924
(2) [REDACTED]	7,334	64,863
(3) SSU	3	41
(e) Postage Expended	\$4,273.74	\$37,629.86
<b>25X1A7b</b>		
<b>3. COURIER SERVICE:</b>		
(a) Scheduled Trips	1,008	10,619½
(b) Special Trips - Within Agency	180	1,434
(1) Delivered by foot	50	797
(2) Delivered by vehicle	130	681
(c) Other Agencies	101	1,143
(d) Trips outside area	6	51
(1) Total time	67 hrs. 5 min.	244 hrs. 40 min.
<b>4. FILE ACTIVITY:</b>		
(a) Checking courier receipts	30	111
(1) Total time	12 hrs. 5 min.	90 Hrs.
(b) Requests for Administrative Files		
(1) Requests filled	14	149
(2) Requests unfilled	2	53
<b>5. RECRUITMENT:</b>		
(a) Couriers	0	23
(b) Mail Clerks	0	4
(c) Messengers	1	7
<b>6. SEPARATIONS:</b>		
(a) Couriers	0	14
(b) Mail Clerks	0	2
(c) Messengers	1	5

\* The figures in this column will revert to 0 at the beginning of each fiscal year.  
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MONTHLY REPORT - DISTRIBUTION

DATE May 1953

		<u>THIS MONTH TO DATE*</u>	
		1952	1953
<b>1.</b>	<b><u>INTELLIGENCE &amp; INFORMATION REPORTS</u></b>		
a.	Request for Supplemental Distribution	293	375
b.	Intelligence Reports:		
	Received ( Copies 4999 )	4104	196
	Distributed ( Copies 1607 )	538	898
	Returned ( Copies 538 )	668	388
c.	Information Reports		
	Received ( Copies 4306 )	-	4306
	Distributed ( Copies 1500 )	1568	1359
			29202
			14375
<b>2.</b>	<b><u>ADMINISTRATIVE ISSUANCES</u></b>		
a.	Request for Supplemental Distribution	51	48
b.	Regulations		
	(1) Initial Distribution (Copies 1050)	5	4
	(2) Supplemental Distribution (Copies 1287)	25	236
			6992
c.	Notices		
	(1) Initial Distribution (Copies 22612)	12	14
	(2) Supplemental Distribution (Copies 252 )	17	27
			1638
d.	Other		
	(1) Initial Distribution (Copies 1981 )	1	1
	(2) Supplemental Distribution (Copies 75 )	6	17
			470

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

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MONTHLY REPORT - RECORDS CENTER

DATE May 1953

THIS MONTH TO DATE\*

## 1. Records Storage (all figures in cubic feet)

(a) Received	77	1504.2
(b) Destroyed	3	194
(c) Storage Space: (Total)	7600**	
Records	3146	
Dist. Material	3195	
Committed	1259	
Available	0	

2. Records Reference

(a) Service Requests	187	1443
(b) Items on Requests	481	8604

## 3. Inter-Agency Reference Service

(a) Requests

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

\*\* This figure has been adjusted to include all available storage space (shelving, top of cabinets and floor.) 500 cubic feet of the 1,259 is shelving space and the remainder is on the floor or on top of file cabinets.

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MICROFILM PROJECTS  
MAY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
<b>1. Projects Pending</b>		
a. Entire Records Group	1	
b. Record Group Accretions	2	—
<b>2. Projects in Process and Completed</b>		
a. Entire Records Group		
(1) In Process	0	
(2) Completed	1	51
b. Records Group Accretions		
(1) In Process	0	
(2) Completed	2	37
c. Images Filmed (Total)	127,093	1,409,257
(1) Rotary Camera	127,093	952,973
(2) Flatbed Camera	0	455,384
d. Reels (100 ft.)		
(1) In Process	58	
(2) To Be Reviewed	0	
(3) Reviewed	54	966

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